

**The State of Connecticut
Department of Economic and Community Development
Compliance Office and Planning/Program Support**

Request for Proposal

Housing Registry and Related Services



**Deadline For Submission:
December 22, 2006
4:00 p.m.**

REQUEST FOR PROPOSAL

Housing Registry & Related Services

I. STATEMENT OF OBJECTIVES

The State of Connecticut, Department of Economic and Community Development (DECD) is seeking proposals from qualified individuals, for profit or non-profit organizations. Under this Request for Proposal (RFP), DECD is seeking an entity or entities (one or more firms) to develop existing affordable Housing Registry products and related services tailored to the unique needs of the State of Connecticut. The DECD will not entertain proposals that largely include the development of new and unproven products. In addition, DECD reserves the right to not make any awards under this RFP.

In 1998, the Connecticut General Assembly required that DECD, in consultation with the Department of Social Services (DSS), the State Building Inspector, the Office of Protection and Advocacy for Persons with Disabilities, the Department of Information and Technology and the Office of Policy and Management, establish a state-wide electronic database of information on the availability of dwelling units in the state that are accessible to or adaptable for persons with disabilities.

In 2005, the Connecticut General Assembly passed Public Act 05-239 which mandated that, by July 1, 2006, DECD develop and maintain a comprehensive inventory of all assisted housing as defined in Section 8-30g which reads, in part, "**assisted housing**" and means housing that is receiving, or will receive, financial assistance under any governmental program for the construction or substantial rehabilitation of low and moderate income housing, and any housing occupied by persons receiving rental assistance under chapter 319uu or Section 1437f of Title 42 of the United States Code.

The goal of DECD's Housing Registry is to expand housing choice for the citizens of Connecticut, especially low and moderate-income households and persons with disabilities or other special needs, by providing information through a publicly accessible, state-sponsored website. DECD has a strong emphasis on providing housing information and services for the disability community, thereby improving access to housing resources for persons with disabilities.

The target audiences include: persons with disabilities and special needs, persons with low and moderate-incomes, and people seeking information about housing resources in Connecticut. Additionally, the DECD would like to provide access to information for professionals and staff of organizations serving consumers, such as state and local government or quasi-government agencies, United Way 211 Infoline, housing advocates and apartment owners and managers.

The DECD is requesting price quotations from respondents to this RFP to provide: (1) a database of all affordable rental housing units in Connecticut including federally-supported units, state-supported units, deed-restricted rental units and federal and state rental assistance units; (2) an "800" Call Center; and (3) a user-friendly, searchable, web-based Housing Registry. The web-based Housing Registry and Call Center must be bi-lingual (English and Spanish). The Call Center staff must be available to work directly with the public, state agencies and United Way 211 Infoline.

REQUEST FOR PROPOSAL
Housing Registry & Related Services

II. AWARD CRITERIA

All proposals will be evaluated using the following criteria:

1. **Narrative (10%)** – The project has a number of elements and the DECD is eager to keep the project on a tight time line. The respondent's proposal will be evaluated based on its ability to deliver a high quality product with appropriate customization within a reasonable time frame, following an appropriate inclusionary process. The quality and the reasonableness of the responses for each item in the scope of work will be evaluated. Optional items will also be considered.
2. **Experience and Capacity (30%)** – Provide an overview of your company and the amount of experience and qualification, including resumes of the individuals being recommended to accomplish the project. Identify similar projects completed and how that experience directly translates to the capacity of your firm to undertake this project. Please include any samples or presentation items that you feel will demonstrate your firm's ability to handle this project. The DECD will not pay for a presentation. Considerable weight will be given to existing and proven products and solutions. The quality of the participating staff and the respondent's project manager will be considered. The project manager will work under the direction of the DECD project manager and may be required to attend periodic meetings as well as provide regular status reports. The respondent will be required to be on site at the DECD's request.
3. **Timeliness to Complete Work (35%)** – Provide your project plan with timelines showing how you plan to accomplish each of the deliverables identified below and complete the overall project within a fixed time frame. Time is of the essence in completing this project.
4. **Proposed Fees (20%)** – This will be a firm, fixed cost contract, therefore the proposed cost should include a firm, fixed price to **complete** the project. The proposed cost must include an itemization of all sub costs including, but not limited to, per hour cost for additional consulting and/or customization services. The respondent may provide an additional proposed cost approach but this will be considered secondarily.
5. **Minority/Women-Owned Business (5%)** – DECD encourages all entities to make a good faith effort to utilize small, minority and women-owned businesses. Indicate what efforts your company will make in this area.

III. EVALUATION PROCESS

A screening committee consisting of state representatives will review all proposals received. If at least three qualified proposals are received, the screening committee shall rate and rank the proposals submitted based on the weighted award criteria noted above. The screening committee shall create a ranked list using the point values noted above and provide the names of the top three respondents to the Commissioner of DECD for consideration. The Commissioner, in consultation with the Office of Policy and Management, shall decide which respondent receives the contract.

In the event that less than three (3) qualified proposals are received, the screening committee shall determine if sufficient diversity exists between the proposals to make a recommendation to the Commissioner.

The Commissioner will consider proposals that address the entire scope of work but require more than one subcontractor and separate contracts to accomplish the entire scope of work. Justification for a separation of duties and the proposed contractual relationships must be

REQUEST FOR PROPOSAL
Housing Registry & Related Services

detailed. Any such submission shall be evaluated based on the benefit to the department and the State of Connecticut on a pass/fail basis. This determination of pass/fail will be at the sole discretion of the Commissioner and is not subject to appeal.

IV. SCOPE OF WORK

The DECD is requesting price quotations from respondents to provide and manage a web-based, interactive Housing Registry product that will have, at its core, a database of all affordable rental housing units in Connecticut. The respondent is asked to address each of the following functional areas: (1) a database of all affordable rental housing units in Connecticut (federally-supported units, state-supported units, deed-restricted rental units and federal and state rental assistance participants); (2) a user-friendly, searchable, web-based Housing Registry; and (3) database maintenance and support including a toll-free Call Center. Note: Both the website and the Call Center must be bi-lingual (English and Spanish).

All of these requirements must be addressed in the proposal:

1. Affordable Housing Database:

The database must include, at a minimum, the following data regarding the approximately 1,200 affordable rental-housing properties and the 78,000 affordable rental-housing units in Connecticut, with some initial data to be supplied by DECD. Access to, and use of, the Registry shall be free for those seeking housing as well as those providing housing.

- a. **Owner information**
- b. **Property manager information**, if applicable
- c. **Location** of the rental property
- d. **Property information**, including but not limited to:
 - i. Monthly rent by bedroom size
 - ii. Utilities included in monthly rent by bedroom size
 - iii. Distances to shopping, public transportation, schools, etc.
 - iv. Accessible or adaptable features for persons with disabilities
 - v. The number of units by bedroom size
- e. **Type of housing and neighborhood** in which each such dwelling unit is located
- f. **Vacancy status** of each such dwelling unit
- g. **Date of unit availability**: if a unit is unavailable, the date such unit is expected to become available
- h. **Type and funding source** subsidizing the unit, including but not limited to:
 - i. Information on tenant eligibility
 - ii. Available subsidies
 - iii. Occupancy and vacancy rates
 - iv. Waiting lists
 - v. Supported and service-enriched housing options, included set-asides for special needs and disability populations.
- i. **Database must be fully searchable, to include at a minimum**:
 - i. Rent range
 - ii. City
 - iii. Zip code
 - iv. Bedroom size
 - v. Owner name
 - vi. Accessibility features

REQUEST FOR PROPOSAL

Housing Registry & Related Services

2. User Interface:

A web-based, interactive “Housing Registry” that will access data in the affordable housing database and will provide the following:

- a. A **user-friendly, bi-lingual** (English and Spanish) website that must be accessed through DECD’s existing website. The respondent must implement technology and policies, or obtain service level agreements, to provide the same level of network security protection and data integrity as required by the Connecticut Department of Information Technology (DOIT) facilities. This means an agency will have to deploy a “firewall” to isolate the Internet server from the agency’s internal network and the state network; and will have to implement appropriate disaster recovery and data backup procedures. When implementing hosting facilities, DECD and the respondent will follow the policies and guidelines found in the ConneCT Website Policy and in the Universal Website Accessibility Policy.
- b. **Different levels of data access for different users**, i.e., DECD would have access to all of the data residing in the database, but the general public would have access to only the data in the rental registry section.
- c. **Data mapping capability**
- d. **A physical accessibility component** of the Housing Registry including those housing units fully handicapped-accessible for all income groups.
- e. **A web-based “Prospective Renter Referral Listing”** function that will allow matching between renters and available units.
- f. **An “Education and Links”** component that will be designed and developed by the respondent in conjunction with DECD and will include but not be limited to:
 - i. Municipality information
 - ii. Types of rental housing
 - iii. Housing support programs and links
 - iv. Anti-discrimination laws
 - v. Renter rights and responsibilities and links
 - vi. Fair rent commissions
 - vii. Housing code enforcement offices
 - viii. Legal services offices
 - ix. Credit counseling services
 - x. Rental affordability calculator
 - xi. Rental Checklist
- g. **Report generation** capability and/or data export capabilities to provide the department with reports that measure changes over time in the vacancy rates for all units listed on the website. Also, reports should be able to compare vacancy rates in different geographic regions, urban-suburban-rural areas, and housing programs.
- h. **Compliance with Section 508** and appropriate standards for accessibility and user friendliness for persons with disabilities, for all relevant components of the Housing Registry. If the respondent’s product is not 508 compliant, please provide a plan for how the respondent will accomplish this.

3. Database Maintenance and Support:

All necessary and appropriate support including but not limited to:

- a. **Web hosting:** the web-based hosting service must be an interactive and dynamic site that will provide various housing registries, inventories, research tools, government and private resource links, and public information. The hosting service must be supported by technical and programmatic individuals to ensure that the website is current and is meeting the needs of the state and the public. The website must be able to work directly with Connecticut’s United Way 211 Infoline.

REQUEST FOR PROPOSAL
Housing Registry & Related Services

b. **Database maintenance:**

- i. Initial data collection
- ii. All subsequent data updating

Note: Respondent must provide evidence of working with and a plan for outreach to these owners and the regulatory entities.

- c. **A bi-lingual, toll free “Call Center”** staffed by customer service representatives during DECD work hours to respond to calls from Connecticut residents and property managers and landlords. The Call Center staff must be available to work directly with the public, state agencies and the United Way 211 Infoline.
- d. **Technical assistance** to include: sharing good practices from around the country, including best practices for the disability community and persons with disabilities, and assisting in developing conceptual solutions to demand-based opportunities.

The following items do not need to be included in the proposal, but represent areas of strong interest for the DECD.

4. **Database Additions:**

- a. **Resident Demographic Data** (tenant demographic data for DECD's annual report), including but not limited to:

- i. Unit Occupant (Select One)
 - 1. Elderly
 - 2. Family
 - 3. Disabled
- ii. Annual Income (Select one)
 - 1. Less than \$10,000
 - 2. Greater than \$10,000 but less than \$15,000
 - 3. Greater than \$15,000 but less than \$20,000
 - 4. \$20,000 to \$25,000
 - 5. \$25,000 to \$35,000
 - 6. \$35,000 to \$45,000
 - 7. \$45,000 to \$50,000
 - 8. \$50,000 to \$75,000
 - 9. \$75,000 to \$100,000
- iii. Race/Ethnicity (Select One)
 - 1. African American
 - 2. Asian
 - 3. Hispanic
 - 4. Native American
 - 5. White Non-Hispanic

Note: the above listed data could be collected in aggregate for each property should collecting it by unit prove to be logistically infeasible.

- b. **DSS Rental Housing for the Elderly:** Add to the proposed database (data initially supplied by DSS), along with the capacity to maintain waiting lists for interested local housing authorities, nonprofits, or for profit owners in Connecticut.
- c. **DSS Section 8 and State Rental Assistance Data:** Add to the proposed database, the initial data to be supplied by DSS. Collection of data on all existing Rental Assistance Participants including but not limited to:
 - i. The location of the units inhabited by rental assistance participants
 - ii. The monthly rent
 - iii. The monthly rental subsidy

REQUEST FOR PROPOSAL
Housing Registry & Related Services

- iv. The number of bedrooms
- v. The type of housing and neighborhood in which each such dwelling unit is located
- vi. Any feature of each such unit that makes it accessible to or adaptable for persons with disabilities
- vii. Type and funding source including, but not limited to:
 - 1. Information on rental assistance participant eligibility
 - 2. Available subsidies
 - 3. Waiting lists
 - 4. Accessibility features
 - 5. Supported and service enriched housing options, including set asides for special needs and disability populations.
- d. **Special Needs Housing:** Add to the proposed database, the initial data to be supplied by DMHAS, including but not limited to, emergency shelters (with bed count), disabled access, group homes, etc.

5. User Interface Additions:

GIS software integration to promote searches by location and amenities. The respondent is requested to provide an hourly and/or per diem rate in the cost sheet for additional user interface.

6. Additional Services:

There may be additional services requested beyond the scope identified here. If there are additional services, the respondent is requested to provide an hourly and/or per diem rate in the cost sheet for such additional services.

VI. PROPOSAL FORMAT

Proposals should be submitted as follows:

- 1. All proposals must be submitted in sealed envelopes or packages;
- 2. All proposals must be addressed to the Official Agency Contact;
- 3. The name and address of the respondent must appear in the upper left hand corner of the envelope or package;
- 4. An original (clearly identified as such) and six (6) conforming copies of the proposal must be submitted;
- 5. The proposal must be signed by the respondent;
- 6. Unsigned proposals will be rejected;
- 7. All materials must be tabbed by section and placed in the same order as they appear in the proposal. Each tabbed section must include all relevant materials for that section, including proposal exhibits;
- 8. Respondents are advised not to include in their proposals any proprietary information. The Connecticut Freedom of Information Act generally requires the disclosure of documents in the possession of the state upon request of any citizen, unless the content of the document falls within certain categories of exemption. An example of an exemption is a "trade secret," as defined by statute (C.G.S. 1-19(b)(5)). If the information is not readily available to the public from other sources and the respondent submitting the information requests confidentiality, then the information provided is "given in confidence." Confidential information must be isolated from other material in the proposal and labeled CONFIDENTIAL.
- 9. Proposals transmitted by facsimile will not be accepted or reviewed.

REQUEST FOR PROPOSAL
Housing Registry & Related Services

VII. LETTER OF INTENT

Potential respondents are encouraged to file a ***Letter of Intent to apply for this project with DECD by 4:00 p.m., local time, on November 22, 2006.*** As an original signature is required, a letter of intent sent by e-mail will not be accepted. At a minimum, this Letter of Intent should identify the individual or company, the primary contact for the individual or company, including the mailing address, telephone number and e-mail address. This Letter of Intent will be used to gauge potential interest, and may be used for contacts for the purpose of clarifying the information provided in the proposal. Failure to submit a Letter of Intent may be considered grounds for disqualification. Letters of Intent should be directed in writing to the Official Agency Contact at the following address:

Jeri Fazzalaro
Planning Specialist
Department of Economic and Community Development
Compliance Office and Planning/Program Support
505 Hudson Street
Hartford, CT 06106-7106

Letters of Intent may be preceded by a call to Ms. Fazzalaro at (860) 270-8164, or by e-mail at Geraldine.Fazzalaro@po.state.ct.us. A Letter of Intent is non-binding in that the respondent is not required to submit a proposal. The purpose of the Letter of Intent is to enable DECD to send interested respondents new information concerning this RFP in a timely manner. ***Fill out the Letter of Intent form shown as Exhibit 10.0 and return by November 22, 2006.***

VIII. INSTRUCTIONS

1. Completed proposals and all materials should be delivered or mailed to the Official Agency Contact at the address shown above. ***All proposals must be received at DECD on or before 4:00 p.m. on December 22, 2006.***
2. All responses to this Request for Proposal must conform to these instructions. Failure to conform may be considered appropriate cause for rejection of the response.
3. An individual authorized to act on behalf of the respondent must submit the proposal. The proposal must also provide the name, title, address, telephone number, fax number, e-mail address and working hours of the person authorized to negotiate and contractually bind the individual/company, and for his/her alternate who may be contacted for the purpose of clarifying information provided in the proposal. This contact information should also be included in the transmittal letter.
4. Respondents may be required to give one (1) presentation.

IX. MINIMUM SUBMISSION REQUIREMENTS

At a minimum, proposals must be:

1. Submitted before the deadline;
2. Follow the required format;
3. Satisfy the packaging and labeling requirements;
4. Be complete;
5. Proposals that fail to meet these minimum submission requirements may be disqualified and not reviewed further.

REQUEST FOR PROPOSAL
Housing Registry & Related Services

X. QUESTIONS

All questions related to this RFP must be submitted to Jeri Fazzalano in writing at the above address, by FAX at 860-270-8200, or by e-mail at Geraldine.Fazzalano@po.state.ct.us ***no later than Noon (EST) on November 29, 2006***. Each question should begin by referencing the RFP page number and section number to which the question relates. Questions will not be accepted over the telephone. Anonymous questions will not be answered. The agency reserves the right to provide a combined answer to similar questions. The ***agency will distribute official answers*** to the questions, in the form of a written amendment, ***not later than December 9, 2006*** to all respondents who submitted a Letter of Intent. ***Answers to all questions will be mailed directly by both regular mail and by e-mail on/or before December 9, 2006*** to those firms that have submitted either questions or a Letter of Intent. Any respondent who has not received the amendment within two (2) business days following the distribution date may contact the Official Agency Contact by telephone to request a copy. Any and all amendments to the RFP will be posted on DECD's website at www.decd.org.

XI. COMMUNICATIONS NOTICE

All communications with the agency or any person representing this agency concerning this RFP are ***strictly prohibited, except as permitted by this RFP***. Any violation of this prohibition by respondents or their representatives may result in disqualification or other sanctions, or both.

XII. REVISIONS TO THE RFP

Only written modifications issued via addendum are considered to be alterations to the RFP. Oral comments are not binding. An addendum will be issued by the DECD for any revisions, modifications, clarifications or alterations to the RFP and will become part of the final contract resulting from this RFP. If it becomes necessary to amend the RFP, an addendum will be issued by the DECD a minimum of two (2) working days in advance of the bid opening date and time, which will be extended, if necessary in order to meet the two (2) day requirement.

XIII. ERRORS

If a respondent discovers an error after submitting a bid, but prior to bid opening, the respondent may request that the bid be withdrawn. An officer or authorized representative of the firm must submit the request in writing and sign such request. If the request is approved, the respondent may submit a revised bid as long as it is received prior to the date and time of bid opening.

No alterations or corrections to bids are permitted after bids are opened. If an error is discovered after the bid opening, but before contract award, the respondent may request that the bid be withdrawn. An officer or authorized representative of the firm must submit this request in writing. The decision to permit withdrawal of a bid will be at the discretion of the Commissioner.

XIV. SUBCONTRACTING OR ASSIGNMENT

The contract may not be subcontracted or assigned by the respondent, in whole or in part, without the prior written consent of the DECD. Such consent, if granted, shall not relieve the respondent of any responsibilities under the contract.

In the event the respondent proposes to subcontract for the services to be performed under the

REQUEST FOR PROPOSAL

Housing Registry & Related Services

terms of the contract award, the respondent shall state this in the bid. The respondent must also attach a list of said subcontractor(s) for approval as well as an itemization of the products and/or services to be supplied by the subcontractor(s). Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor(s) and the DECD.

XV. RIGHT TO INSPECT FACILITIES AND RECORDS

The DECD reserves the right to inspect the respondent's establishment before making an award for the purposes of ascertaining whether the respondent has the necessary facilities for performing the contract.

The DECD may also consult with clients of the respondent during the evaluation of bids. Such consultation is intended to assist the DECD in making a contract award that is most advantageous to the DECD.

XVI. CONDITIONS

Any prospective contractor must be willing to adhere to the following conditions and must positively state them in the proposal:

1. **Acceptances or Rejection by the State:** The state reserves the right to accept or reject any or all proposals submitted for consideration. All proposals will be kept sealed and safe until the date, time, and place of public opening.
2. **Conformance with Statutes:** Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of the State of Connecticut and the federal government.
3. **Ownership of Proposals:** All proposals in response to this RFP are to be the sole property of the state, and subject to the provisions of Section 1-19 of the Connecticut General Statutes (Re: Freedom of Information).
4. **Ownership of Subsequent Products:** Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP, is to be sole property of the state unless stated otherwise in the RFP or contract.
5. **Timing and Sequence:** Timing and sequence of events resulting from this RFP will ultimately be determined by the state.
6. **Stability of Proposed Price:** Any price offerings must be valid for a period of 90 days from the due date of the proposals.
7. **Oral Agreements:** Any alleged oral agreement or arrangement made by a subcontractor with any department or employee will be superseded by the written agreement.
8. **Amending or Canceling Requests:** The state reserves the right to amend or cancel this RFP, prior to the due date and time, if it is in the best interests of the department and the state.
9. **Rejection for Default or Misrepresentation:** The state reserves the right to reject the proposal of any subcontractor that is in the default of any prior contract or for misrepresentation.
10. **State's Clerical Errors in Awards:** The state reserves the right to correct inaccurate awards resulting from its clerical errors.
11. **Rejection of Qualified Proposals:** Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
12. **Presentation of Supporting Evidence:** Any individual/company, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposal.

REQUEST FOR PROPOSAL
Housing Registry & Related Services

13. **Changes to Proposal:** No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the department may be required at the subcontractor's expense.
14. **Collusion:** By responding, the respondent implicitly states that the proposal is not made in connection with any competing respondent submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the department participated directly or indirectly in the respondent's proposal preparation.
15. **Contract Provisions:** Agree to state contract requirements.

XVII. CONFLICT OF DOCUMENTS

Should any of the terms of any documents connected to the offer, acceptance, supply of goods, performance of services, and/or any verbal representations be in conflict with this RFP, the terms of the RFP shall supersede all other documents and/or verbal representations. The only exception would be if the DECD amends the RFP.

XVIII. SEVERABILITY

The invalidity of any portion of this RFP will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this RFP is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

XIX. RIGHTS RESERVED BY THE STATE

The DECD reserves the right to discontinue, modify, suspend, or amend this RFP, at any time, with or without further notice to any interested party. All costs incurred in the preparation of the proposal are the sole responsibility of the respondent. Materials submitted will become the property of the DECD and will not be returned.

All decisions of the DECD are subject to such additional conditions, restrictions, and requirements as determined by the DECD in its sole discretion to best achieve agency objectives.

XX. PROPOSAL SUBMISSION/CONTACT INFORMATION

Any proposal received after the established deadline shall not be considered. The Commissioner reserves the right to waive any informal processes as part of this Request for Proposals. All proposals should be addressed as follows:

Ms. Jeri Fazzalaro
Department of Economic and Community Development
Attention: RFP for Housing Registry and Related Services
Compliance Office and Planning/Program Support
505 Hudson Street
Hartford, CT 06106-7106

XXI. NOTIFICATION OF AWARD

The selected respondent will receive a Notice of Award. The Notice may contain certain contingency requirements that must be satisfied within a designated time frame. Failure to comply with all provisions of the Notice of Award letter will disqualify that respondent and the award will be directed to the next qualified respondent.

REQUEST FOR PROPOSAL
Housing Registry & Related Services

XXII. CONTRACT TERM

This development project will start upon the signing of the contract and continue for a five-year maintenance term. If for any reason the DECD is not satisfied with the successful candidate, the contract will be terminated by written notification. If, in the opinion of the DECD, it is in the best interest of the DECD to extend any contract entered into as a result of this Request for Proposal, the respondent will be so notified of the Commissioner's intent at least forty-five (45) days prior to the expiration date of the existing contract. The respondent shall have fifteen (15) calendar days to respond to the Commissioner's request to extend the contract. If the respondent agrees to the extension, all terms and conditions of the original contract, including price, will be applicable.

If, for any reason, the project for which the respondent's services were contracted should be suspended, the Commissioner may suspend this contract upon seven (7) business days written notice to the respondent. Upon receipt of such notice, unless otherwise directed in writing by the Commissioner, the respondent shall immediately discontinue all work under the contract. Upon such notification, the respondent shall be paid a proportion of the fee which the services actually and satisfactorily performed by it shall bear to the total services completed under the contract, less payments previously made. The DECD may order that the work on the project be stopped temporarily, and upon seven (7) business days written notice from the Commissioner, the respondent shall cease all work on the project except as necessary to properly secure the project. If the DECD directs that the work on the project resume within six (6) months, the respondent shall be obliged to complete the project for the basic fee provided for in this contract, plus additional compensation for any work necessitated by the stop order as approved by the Commissioner in writing.

However, in the event that services are scheduled to end either by contract expiration or by rescission of the contract award by the Commissioner (at the DECD's discretion), it shall be incumbent upon the respondent to continue the service if requested by the Commissioner to do so, until new services, if any, are completely operational. At no time shall this transitional period extend more than ninety (90) calendar days beyond the expiration or termination date of the existing contract, except by agreement of the parties. The respondent will be reimbursed for this service at the rate in effect when the Commissioner invokes this transitional period clause.

XXIII. TERMINATION OF THE CONTRACT AWARD

The Commissioner may terminate the contract award at any time during the duration of the contract, without penalty, subject to the following provisions:

1. Change of Circumstances: Where circumstances change and/or the needs of the DECD change, or the contract is otherwise deemed by the Commissioner to no longer be in the public interest, the Commissioner may terminate the contract award upon no less than thirty (30) calendar days notice to the respondent. In the event of such a termination of the contract award, the respondent shall furnish to the DECD, free of charge, such closeout reports as may reasonably be required.
2. For Cause:
 - a. Where a respondent fails to perform or comply with the contract and/or fails to provide information requested by the DECD, the Commissioner may terminate the contract award upon ten (10) calendar days notice to the respondent with an opportunity to protest said termination and/or request an informal hearing, if necessary, and issue a final DECD decision regarding termination of the contract.

REQUEST FOR PROPOSAL
Housing Registry & Related Services

- b. Where a respondent continues to perform a contract poorly as demonstrated by written findings issued by the DECD and provided to the respondent, the Commissioner, or the Commissioner's designee, may issue a Notice of Intent to Terminate the Contract Award with a ten (10) calendar day opportunity for the respondent to protest such termination and/or request an informal hearing. If the respondent protests, the Commissioner will complete the hearing, if necessary, and issue a final DECD decision regarding termination and related issues including, but not limited to, damages payable to the state.
 - c. The Commissioner's right to terminate award for cause includes any reason set forth in any other provision contained in the contract.
 - d. The failure of a respondent to respond to the Commissioner's notice of intent to terminate the contract award within the ten (10) calendar day period automatically converts said notice into a final DECD decision without further action of the Commissioner.
 - e. The Commissioner's right to terminate the contract award for cause includes the respondent's performance on any other state contract, a violation of state or federal law (as demonstrated by the respondent's admissions of same or a final decision of an appropriate decision-making body), or any reason related to the ability of the respondent to fulfill its contractual obligations. The Commissioner may also terminate any contract with a respondent that has been debarred by Connecticut, another state or the federal government.
 - f. In cases of emergency, the Commissioner may shorten the time periods of notification and may dispense with an opportunity to respond.
3. Upon a termination of the contract award under this or any other paragraph herein, the respondent shall be entitled to receive as full compensation for services rendered to the date of termination or that portion of the fee which represents the services actually and satisfactorily performed by it, as determined by the Commissioner, shall bear to the total services contemplated under this contract, less payments previously made.
4. Upon termination of the contract award, the Commissioner may acquire the services, which are the subject of the contract, from another source and may charge the respondent whose contract award has been terminated the difference in price, and the said respondent shall be liable for same.
5. All protests of the Commissioner's intent to terminate a contract award must be accompanied by a statement of the factual and/or legal basis of the protest and copies of all documents which the respondent believes supports its position.
6. If the Commissioner determines that an informal hearing is required, the Commissioner, or the designee thereof, shall conduct an informal hearing prior to the issuance of the final DECD decision regarding the interpretation of the contract, respondent performance and/or termination of the contract award.

XXIV. PRICE AND PAYMENT

1. Unless otherwise noted by the DECD, all prices quoted shall be firm through issuance of contract or purchase order and shall not be subject to increase during the period of the contract, unless agreed upon by both parties in writing. The Commissioner must be notified in writing of any price reduction within five (5) business days of the effective date.
2. Payment will be made only upon the completion of deliverables approved by the DECD. The DECD will pay for goods and services within sixty (60) calendar days of the DECD's receipt of an undisputed invoice or within sixty (60) calendar days of receipt and acceptance of goods and services, whichever is later.

REQUEST FOR PROPOSAL
Housing Registry & Related Services

RESPONDENT INFORMATION

Name: _____

Address: _____

Zip Code: _____

Contact Person: _____

Title: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____ Website Address: _____

FEIN No: _____ SSN (if individual): ____ - ____ - ____

State Sales Tax No: _____ If you are using a **THIRD PARTY** to write this proposal, please provide the following:

Consultant Name: _____

Company (if applicable): _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____ Website Address: _____

NARRATIVE DESCRIPTION OF ACTIVITY

2.1 Provide up to a 2-page description of the proposed activity. **Attach as Exhibit 2.1.**

CAPACITY

- 3.1** Describe the nature of your organization, staffing and overall qualifications to perform and complete this Scope of Work. **Attach as Exhibit 3.1.**
- 3.2** Please identify any past experience your organization has in providing this service, including a description of the service, timeframe in which the service was completed, special skills associated with providing this service and any other relevant information. **Attach as Exhibit 3.2.**
- 3.3** Please provide a list of individuals or companies where you have provided similar services over the last 5 years. **Attach as Exhibit 3.3.**
- 3.4** Please include three (3) letters of reference from recent clients. Provide the following information for each reference: name, title, and company address and phone number. **Attach as Exhibit 3.4.**
- 3.5** Please read the CHRO document entitled "Notification to Bidders" and fill out and ***provide a signed and certified copy of the CHRO "Bidder Contract Compliance Monitoring Report" form*** as part of your proposal. **Attach as Exhibit 3.5.**
- 3.6** Please read and ***provide a signed and notarized copy of the CHRO "Affidavit for Certification of Subcontractors as Minority Business Enterprises (MBE)." Attach as Exhibit 3.6.***
- 3.7** Please read the CHRO "Notice Concerning Contract Compliance Responsibilities" and be aware that, if selected as the contractor under this RFP, you are required to post this notice in your place of business.

REQUEST FOR PROPOSAL
Housing Registry & Related Services

- 3.8** Please attach the last three years' audited corporate financial statements (include notes and projections). If audited statements do not exist, attach last three years' federal tax returns. **Attach as Exhibit 3.8.**
- 3.9** Please attach certificate of insurance showing the current coverage. **Attach as Exhibit 3.9.**
- 3.10** Is the respondent a defendant in any litigation? ☐ YES ☐ NO
- If yes, indicate the nature of the litigation and the status of that litigation. **Attach as Exhibit 3.10.**

TIMELINESS TO COMPLETE WORK

- 4.1** Please indicate timeframes to be expected to develop the web site and call center. Note: The web site must be fully operational by June 30, 2007. **Attach statement as Exhibit 4.1.**

PROPOSED FEES

- 5.1** Fee should be based on a one-year contract with four (4) one-year renewals at DECD's sole discretion. Fees shall be fixed price and paid monthly DECD. **Attach fixed fee for each year as Exhibit 5.1.**

SUBCONTRACTOR CERTIFICATION FORM

- 6.1 Subcontractor Certification Form** must be completed, if applicable. **Attach statement as Exhibit 6.1.**

CERTIFICATION BY AGENCY OFFICIAL/EMPLOYEE AUTHORIZED TO EXECUTE CONTRACT

- 7.1 Certification by Agency Official/Employee Authorized to Execute Contract Form** must be completed and submitted with the response to the RFP. Please note that the certification of the notary (signature and seal) must be done previous to or on the same date as the authorized signature and date on the application.

CERTIFICATIONS FOR STATE CONTRACTS

The following exhibits under 8.1, 8.2 and 8.3 are included and ***must be completed, signed notarized and returned as part of your proposal.***

8.1 Gift Certification Form pursuant to C.G.S. 4-250 and 4-252 and Executive Order No. 72

8.2 Campaign Contribution Certification Form pursuant to C.G.S. 4-250 and Executive Orders No. 1 and No. 7C

8.3 Consulting Agreement Affidavit Form pursuant to Section 51 of Public Act 05-287

8.4 Annual Contract Certification Form is included for your information only and *is to be used on an annual basis to update the preceding gift/campaign contribution certifications*, pursuant to Executive Orders No. 1 and No. 7

TIMELINE FOR RFP AND CONTRACTING PROCESS

- 9.1 Timeline for RFP and Contracting Process** is included as Exhibit 9.1 for your information so that you will be aware and can adhere to required dates related to this process.

**REQUEST FOR PROPOSAL
Housing Registry & Related Services**

LETTER OF INTENT FOR HOUSING REGISTRY AND RELATED SERVICES RFP

10.1 Letter of Intent Form should be completed and dated with an original signature and submitted to Official Agency Contact ***by 4:00 p.m. on November 22, 2006.***

RESPONDENT CERTIFICATION

It is hereby represented by the respondent (undersigned) as an inducement to the DECD to consider the proposal, that to the best of my knowledge and belief, no information or data contained in the proposal or in the attachments are in any way false or incorrect, and that no material information has been omitted, including the financial statements. The respondent (undersigned) agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, and other references are hereby authorized now, or any time in the future, to give DECD any and all information in connection with matters referred to in this proposal. In addition, the respondent (undersigned) has read and accepts the RFP's conditions, the department's standard contract and conditions, and the state's contract compliance requirements in their entirety and without amendment.

Certifying Representative:

1. Type Name and Title: _____

2. Signature: _____

3. Date: _____

Exhibits for the Housing Registry And Related Services RFP

Exhibits for the Housing Registry and Related Services RFP

- Exhibit 2.1 Description of Proposed Activity**
(Provided by the respondent)
- Exhibit 3.1 Organization, Staffing and Qualifications to Perform Scope of Work**
(Provided by the respondent)
- Exhibit 3.2 Description of Past Experience**
(Provided by the respondent)
- Exhibit 3.3 List of Contacts Where You Have Provided Similar Services**
(Provided by the respondent)
- Exhibit 3.4 References**
(Provided by the respondent)
- Exhibit 3.5 CHRO Bidder Contract Compliance Monitoring Report**
(Read the document; complete, sign and date the required form)
- Exhibit 3.6 CHRO Affidavit for Certification of Subcontractors as Minority Business Enterprises (MBE)**
(Read, complete, sign, date and have this form notarized as required)
- Exhibit 3.7 CHRO Notice Concerning Contract Compliance Responsibilities**
(For information only; if selected as Contractor, required to post in workplace)
- Exhibit 3.8 Audited Corporate Financial Statements**
(Provided by the respondent)
- Exhibit 3.9 Certificate of Current Insurance Coverage**
(Provided by the respondent)
- Exhibit 3.10 Any Litigation Pending/Nature and Status**
(Provided by the respondent)
- Exhibit 4.1 Proposed Timeframes to Develop/Implement Project**
(Provided by the respondent)
- Exhibit 5.1 Proposed Fees**
(Provided by the respondent)
- Exhibit 6.1 Subcontractor Certification Form**
(Read, sign and date the document as required)

- Exhibit 7.1 Certification by Agency Official/Employee Authorized to Execute Contracts**
(Read, sign, date and have this form notarized as required; ***NOTE: the certification of the notary (signature and seal) must be done previous to or on the same date as the authorized signature and date on the application.***)
- Exhibit 8.1 Gift Certification Form**
(Read, complete, sign, date and have this form notarized as required)
- Exhibit 8.2 Campaign Contribution Form**
(Read, complete, sign, date and have this form notarized as required)
- Exhibit 8.3 Consulting Agreement Affidavit**
(Read, complete, sign, date and have this form notarized as required)
- Exhibit 8.4 Annual Contract Certification Form**
(For information only; this form will be used on an annual basis to update previous certifications)
- Exhibit 9.1 Timeline for RFP and Contracting Process**
(For information only)
- Exhibit 10.1 Letter of Intent Form**
(Read, complete, sign, date and ***return by 4 p.m. on November 22, 2006***)

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following **BIDDER CONTRACT COMPLIANCE MONITORING REPORT** must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidders good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

Exhibit 3.5

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

<p>MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.</p> <p>BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.</p> <p>COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists</p> <p>ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.</p> <p>OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.</p>	<p>BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.</p> <p>CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..</p> <p>INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.</p> <p>MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.</p>
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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the middle East.</p> <p><u>Black</u> (not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u> – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u> – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u> – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I – Bidder Information

(Page 3)

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company(If any)	-Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	- DAS Certification Number _____

PART II – Bidder Nondiscrimination Policies and procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number.

Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__ 1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary) 1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__
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PLEASE COMPLETE REVERSE SIDE

Exhibit 3.5

PART IV – Bidder Employment Information

Date:

(Page 4)

JOB CATEGORY	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management											
Business & Financial Ops											
Computer Specialists											
Architecture/Engineering											
Office & Admin. Support											
Bldg/ Grounds Cleaning/ Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
TOTAL ABOVE											
Total One Year Ago											

FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)

Apprentices											
Trainees											

PART V – Bidder Hiring and Recruitment Practices

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination	
SOURCE	YES	NO	% of applicants provided by source	(X)			
State Employment Service							
Private Employment Agencies							
Schools and Colleges							
Newspaper Advertisement							
Walk Ins							
Present Employees							
Labor Organizations							
Minority/Community Organizations							
Others (Please identify)							

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60a, and related sections of the CONN. GEN.STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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EXHIBIT 3.6

Affidavit for Certification of Subcontractors
as Minority Business Enterprises (MBE)
*(to be completed only for subcontractors not certified as MBE's
by the Department of Administrative Services)*

To document the ●good faith efforts● of the below named state contractor to include minority business enterprises as subcontractors (for services and/or material suppliers) on the state contract also identified below, I certify that the following subcontractors meet the criteria for minority business enterprises set forth in CONN. GEN. STAT. § 4a-60(b). I attest that each named minority business enterprise will be contracted by the named state contractor to participate on the identified state contract as a subcontractor.

The subcontractors being identified to be bona fide minority business enterprises are:

Subcontractor Name	Complete Address	Subcontractor's Principal Officer's Name

(use additional sheets as necessary)

I further certify and affirm that I have read and understand the contract compliance requirements codified at CONN. GEN. STAT. Sections 4a-60 & 46a-71(d), and the Contract Compliance Regulations codified at Sections 46a-68j-21 through 43 of the Administrative Regulations of Connecticut State Agencies. I also understand that any false statements made herein are punishable by law.

state contractor legal name

type full printed name and title of official
submitting this affidavit on behalf of
contractor

state contract number

signature of official

state contract awarding agency

date of affidavit

Subscribed and sworn to before me, this _____ day of _____ 20____

Notary Public/Commissioner of the Superior Court
My Commission expires _____

EXHIBIT 3.7

STATE OF CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES

NOTICE CONCERNING CONTRACT COMPLIANCE RESPONSIBILITIES

TO ALL LABOR UNIONS, WORKER=S REPRESENTATIVES AND VENDORS:

Any contract this contractor has with the State of Connecticut or political subdivisions of the state other than municipalities shall be performed in accordance with CONN. GEN. STAT. Section 4a-60 and Section 4a-60a.

This means that this contractor:

1. Agrees to provide the Commission on Human Rights and Opportunities (CHRO) with any Information concerning this contractor=s employment practices and procedures which relates to our responsibilities under CONN. GEN. STAT. Sections 4a-60 or 46a-56 or Section 4a-60a.; and
2. Agrees to include the provisions of CONN. GEN. STAT. Section 46a-60(a) and Section 4a-60a in each and every subcontract and purchase order and to take whatever action the CHRO deems necessary to enforce these provisions.
- 3.

WITH REGARD TO RACE, COLOR, RELIGIOUS CREED, AGE, MARITAL STATUS, NATIONAL ORIGIN, ANCESTRY, SEX, MENTAL RETARDATION OR PHYSICAL DISABILITY, this means that this contractor:

1. Shall not discriminate or permit discrimination against anyone;
2. Shall take affirmative action so that persons applying for employment are hired on the basis of job-related qualifications and that employees once hired are treated without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, unless the contractor can show that the disability prevents performance of the work involved;
3. Shall state in all advertisements for employees that it is an Affirmative action-equal opportunity employer@;
4. Shall comply with CONN. GEN. STAT. Sections 4a-60, 46a-68e and 46a-68f and with each regulation or relevant order issued by the CHRO under CONN. GEN. STAT. Sections 46a-56, 46a-68e and 46a-68f; and
5. Shall make, if the contract is a public works contract, good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials.

WITH REGARD TO SEXUAL ORIENTATION, WHICH INCLUDES HOMOSEXUALITY, BISEXUALITY AND HETEROSEXUALITY:

1. The contractor will not discriminate or permit discrimination against anyone, and employees will be treated without regard to their sexual orientation once employed; and
2. The contractor agrees to fully comply with Section 4a-60a and each regulation or relevant order issued by the CHRO under CONN. GEN. STAT. Section 46a-56.

Persons having questions about this notice or their rights under the law are urged to contact the:

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES DIVISION OF AFFIRMATIVE ACTION, MONITORING & CONTRACT COMPLIANCE

21 Grand Street
Hartford, Connecticut 06106
(860) 541-3400

COPIES OF THIS NOTICE SHALL BE POSTED IN CONSPICUOUS PLACES
AVAILABLE TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT

EXHIBIT 6.1

SUBCONTRACTOR CERTIFICATION

It is hereby represented by the subcontractor (undersigned) as an inducement to the Department of Economic and Community Development to consider the participation as requested herein, that to the best of my knowledge and belief, no information or data contained in the application or in the attachments are in any way false or incorrect, and that no material information has been omitted, including the financial statements. It is also hereby stated that the undersigned will comply with all program requirements for any approved activity and that the organization and its principals are not suspended or debarred as defined in 24 CFR part 5 Subpart A of the Code of Federal Regulations. The undersigned agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, the Connecticut Department of Environmental Protection, and other references are hereby authorized now, or any time in the future, to give the Department of Economic and Community Development any and all information in connection with matters referred to in this response.

Certifying Representative

Type Name and Title: _____

Signature: _____

Date: _____

EXHIBIT 7.1

To be completed, signed, notarized and returned with your proposal

**CERTIFICATION BY AGENCY OFFICIAL/EMPLOYEE
AUTHORIZED TO EXECUTE CONTRACT**

STATE OF CONNECTICUT

**Certification By Agency Official or Employee
Authorized to Execute Contracts**

I, Type/Print Name and Title, am authorized to execute the attached contract on behalf of the _____ (agency name). I hereby certify that the selection of (the) Type/Print Name of Person, Firm or Corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Signature

Date

Sworn and subscribed before me on this _____ day of _____, 200__

Commissioner of the Superior Court
Notary Public

EXHIBIT 8.1

To be completed, signed, notarized and returned with your proposal

STATE OF CONNECTICUT

Gift Certification

Gift certification to accompany State Contracts with a value of \$50,000 or more in a calendar or fiscal year, pursuant Conn. Gen. Stat. §§ 4-250 and 4-252, and Governor M. Jodi Rell's Executive Order No. 7C, para. 10.

I, Type/Print Name, Title and Name of Firm or Corporation, am authorized to execute the attached contract on behalf of the Name of Firm or Corporation (the "Contractor"). I hereby certify that between mm/dd/yy (planning date) and mm/dd/yy (date of the execution of the attached contract) that neither myself, the Contractor, nor any of its principals or key personnel who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation of this contract, nor any agent of the above, gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the contracting state agency or quasi-public agency who participated directly, extensively, and substantially in the preparation of the bid solicitation or request for proposals for the contract (if applicable) or in the negotiation or award of this contract; or (2) any public official or state employee of any other state agency who has supervisory or appointing authority over the state agency or quasi-public agency executing this contract, except the gifts listed below:

<u>Name of Benefactor</u> <u>Date of Gift</u>	<u>Name of recipient</u>	<u>Gift Description</u>	<u>Value</u>
--	--------------------------	-------------------------	--------------

List information here

Further, neither I nor any principals or key personnel of the Contractor, nor any agent of the above, knows of any action by Contractor to circumvent such prohibition on gifts by providing for any other principals, key personnel, officials, employees of Contractor, nor any agent of the above, to provide a gift to any such public official or state employee.

Further, the Contractor made its bid or proposal without fraud or collusion with any person.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

_____ Signature	_____ Date
--------------------	---------------

Sworn and subscribed before me on this _____ day of _____, 200____

Commissioner of the Superior Court
Notary Public

EXHIBIT 8.2

To be completed, signed, notarized and returned with your proposal

STATE OF CONNECTICUT **Campaign Contribution Certification**

Campaign contribution certification to accompany State Contracts with a value of \$50,000 or more in calendar or fiscal year, pursuant Conn. Gen. Stat. § 4-250 and Governor M. Jodi Rell's Executive Orders No. 1, para 8 and No. 7C, para 10.

I, Type/Print Name, Title and Name of Firm or Corporation, hereby certify that during the two-year period preceding the execution of the attached contract, neither myself nor any principals or key personnel of the Name of Firm or Corporation who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of this contract, nor any agent of the above, gave a contribution to a candidate for statewide public office or the General Assembly, as defined in Conn. Gen. Stat. §9-333b, except as listed below:

<u>Contributor</u>	<u>Recipient</u>	<u>Amount/Value</u>	<u>Date of Contribution</u>
<u>Contribution Description</u>			

List information here

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

_____ Signature	_____ Date
--------------------	---------------

Sworn and subscribed before me on this _____ day of _____, 200__

Commissioner of the Superior Court
Notary Public

EXHIBIT 8.3

To be completed, signed, notarized and returned with your proposal

STATE OF CONNECTICUT **Consulting Agreement Affidavit**

Consulting agreement affidavit to accompany state contracts for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Section 51 of Public Act 05-287.

This affidavit is required if a bidder or vendor has entered into any consulting agreements whereby the duties of the consultant include communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. Pursuant to Section 51 of P.A. 05-287, "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the general statutes as of the date such affidavit is submitted in accordance with the provisions of this section.

I, Type/Print Name, Title and Name of Firm or Corporation, hereby swear that I am the chief official of the bidder or vendor of the Contract or authorized to execute such Contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except the agreements listed below:

Contractor's Name, Title and Firm or Corporation:

Terms of Consulting Agreement (Date of Execution, Amount, Expiration Date):

Brief Description of Services Provided (Purpose, Scope, Activities, Outcomes):

☐ Yes ☐ No Is the Consultant a former state employee or public official?

If yes, provide the following information about the former state employee or public official:

- Former Agency:
- Date Such Employment Terminated:

Attach additional sheets if necessary. This affidavit must be amended if Contractor enters into any new consulting agreements during the term of this Contract

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Signature

Date

Sworn and subscribed before me on this _____ day of _____, 200____

Commissioner of the Superior Court
Notary Public

EXHIBIT 8.4

For information only
To be completed, signed and notarized on an annual basis
to update previous certifications

STATE OF CONNECTICUT

Annual Contract Certification

*Annual contract certification to update the preceding gift/campaign contribution certification,
pursuant to Governor M. Jodi Rell's Executive Orders No. 1, para 8 and No. 7C para 10.*

I, Type/Print Name ,Title and Name of Firm or Corporation, hereby swear that during the two-year period preceding the date of the instant certification that neither myself nor any principals or key personnel of the Name of Firm or Corporation (the "Contractor") who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of the subject contract, nor any agent of the above, gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the state agency or quasi-public agency who participated directly, extensively, and substantially in the preparation of the bid solicitation or request for proposals (if applicable) or in the negotiation or award of the subject contract or (2) to any public official or state employee who has supervisory or appointing authority over the state agency or quasi-public agency who executed the subject contract, except the gifts listed below:

<u>Name of Benefactor</u>	<u>Name of Recipient</u>	<u>Gift Description</u>	<u>Value</u>	<u>Date of Gift</u>
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Insert information here

Further, neither I nor any principals or key personnel of the Contractor who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of the subject contract know of any action to circumvent such prohibition on gifts by providing for any other principals, key personnel, official, or employee of the contractor, nor any agent of the above, to provide a gift to any such public official or state employee.

Further, during the two-year period preceding the date of the instant certification, neither I nor any principals or key personnel of the Contractor who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of the subject contract, nor any agent of the above, gave a contribution to a candidate for statewide public office or for the General Assembly, as defined in Conn. Gen. Stat. § 9-333b, except the contributions list below:

<u>Contributor Description</u>	<u>Recipient</u>	<u>Amount/Value</u>	<u>Date of Contribution</u>	<u>Contribution</u>
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Insert information here

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Signature

Date

Sworn and subscribed before me on this _____ day of _____, 200____

Commissioner of the Superior Court
Notary Public

EXHIBIT 9.1

For information only

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT HOUSING REGISTRY AND RELATED SERVICES RFP

TIMELINE FOR THE RFP AND CONTRACTING PROCESS

November 15, 2006	RFP Released/Legal Notice Published
November 22, 2006	Letter of Intent Due
November 29, 2006	Deadline for Questions
December 9, 2006	Official Answers Released
December 22, 2006 by 4:00 p.m.	Deadline for Submitting Proposals
January 12, 2007	Contactor Selection
January 15, 2007	Start of Contract Negotiations
February 15, 2007	Start of Contract

EXHIBIT 10.1

Should be completed, signed and returned by date below

LETTER OF INTENT FORM

**State of Connecticut
Department of Economic and Community Development**

RFP for Housing Registry and Related Services

Return to: Jeri Fazzalano, Planning Specialist
Department of Economic and Community Development
Compliance Office and Planning/Program Support
505 Hudson Street
Hartford, CT 06106
Phone: 860-270-8164
Fax: 860-270-8200

Return Deadline: 4:00 p.m., November 22, 2006

The individual, for profit organization or non-profit organization below intends to submit a proposal in response to the above referenced RFP.

Note: This letter is a non-binding expression of interest and does not obligate the sender to submit a proposal.

Name:

Mailing Address:

Contact Person:

Telephone:

Fax #:

E-mail:

Signature

Title

Date